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MEMORANDUM FOR:

[REDACTED]
Chief, Support Services Staff, DD/S

SUBJECT : Improving Federal Reporting and Reducing Related
Paperwork

1. Attached herewith are single page copies of the Reports Inventory as prepared by the Office of Communications.

2. By count we have identified 50 narrative reports which are currently required wholly within the Office of Communications. Similarly, we have identified 27 narrative reports which have been requested by official elements of the Agency outside of the Office of Communications. Included in these 77 reports are 15 computer based reports which are identified by the Reports Inventory Forms #142, attached.

3. If there are any questions regarding any of the inventories attached, please contact the undersigned [REDACTED]

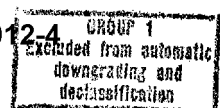
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[REDACTED]
Executive Assistant
Office of Communications

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Attachments:
Reports Inventory

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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100190012-4

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